

Action Items and Parking Lot

WA-Trans Steering Committee Action Items List			
What	Who	When	Status
Review minimum accuracy ranges for agreement and functionalities for each business need	SC Members	Prior to Jan. 6 meeting!!	Assigned waiting for Web Application
Provide Tami with contact information for Tim Young so we can see if he can be a natural resource representative on Steering Committee	Carrie Wolfe	ASAP	Assigned
Review web site pages handed out or actual site when available and provide links to local sites, additional FAQs and Acronyms that might be needed.	SC Members	ASAP	Assigned
E-mail Holly and Carrie brochures, bookmarks and posters for her GIS Day display	Tami	Prior to GIS Day	Complete
Track monthly time/travel investments on the new web application.	SC Members including Feds	On a monthly basis prior to month end.	Assigned to do As soon as available
Give Tami the following contacts: Nick Chrisman (U of W), Community College Contacts, Chris Wayne (ESRI) (U of W certificate program), U of W Engineering Interns, Dale Evans School of Public Policy.	Holly, Tareq and Dave C	ASAP	Assigned
Prepare a job description (CQ) for the position of project administrative assistant.	Tami	ASAP	Assigned
Add radio button to Web Application for survey grade data, add report generator to generate Word document of business needs, fix various bugs identified in application and send Tami URL.	Chuck	ASAP - first week of December if possible	Assigned
Send Chuck partner contact information in spreadsheet to populate database	Tami	ASAP	Completed
Send URL for application to steering committee members.	Tami	ASAP	Assigned to be done when

Note: *Italicized items are prior to November 18 Meeting*

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			URL is received.
Populate the web database with their priority ratings on all the business needs and input available data information.	SC Members	Prior to Jan. 6 meeting	Assigned waiting on release of web site.
Investigate inviting Tami to FMSI B meeting.	Eric	ASAP	Assigned
Provide Tami with the information she has collected from the counties	Wendy	Prior to Jan. 6 meeting	In progress, however there may be legal issues.
Update the Risk Assessment document based on discussion at the meeting and review the problems/solutions information from earlier charter to incorporate any additional information.	Tami	ASAP	In progress.
Check with George Spencer to determine who and how we should pursue legal opinion from the Attorney General's Office on data sharing.	Tami	ASAP	Assigned
Provide information on Lessons Learned from other Framework Project efforts.	Carrie Wolfe	ASAP	Assigned
Review the Risk Assessment Draft and provide feedback to Tami prior to the next meeting.	SC Members	Prior to Jan. 6 meeting	Assigned.
<i>Provide Tami with contact with a Fire District (CCC Dispatch)</i>	<i>SC Members</i>	<i>ASAP</i>	<i>I am - is going to provide business needs from them.</i>
<i>Determine how public-private partnerships work</i>	<i>Tami</i>	<i>ASAP</i>	<i>Assigned</i>
<i>Send Tami any opportunities for internships or in-kind resources or funding for an administrative assistant to help her out.</i>	<i>SC Members</i>	<i>Prior to next meeting</i>	<i>Assigned</i>
<i>Determine minimum accuracy for each business needs using ranges (less than a meter, 1 - 3 meters, 3 - 10 meters, above 10 meters) and send</i>	<i>Linda and Chuck</i>	<i>ASAP</i>	<i>Put in application</i>

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<i>to Tami</i>				
<i>Finish functionalities for each business needs and new ones as added</i>	<i>Chuck and Linda G.</i>	<i>When possible</i>	<i>Complete</i>	
<i>Get OGIC requirements and make sure they are covered in the document.</i>	Nancy <i>(no longer Dale)</i>	Aug. 12	Assigned – Check with Ed Arabus or Dennis Scofield on this.	
<i>Starting with municipalities then health, then military, FHWA, Tribes, and BIA begin setting up meetings with representatives from these groups and will work on it until the group deems the business needs done. Where possible the group can make these contacts.</i>	Tami / SC Members	ASAP	Complete except for Military	
<i>Give Tami contact information from the Association of Washington Cities and other contacts that may be useful. Check with Ashley Probart for a contact</i>	Dan / Tami	ASAP	Assigned	
<i>Look at the old ORBITS work and see if they are incorporated in the document.</i>	Nancy	August 12	Assigned	
<i>Chuck will develop an Internet Applications to support functionality and data extraction and prioritization.</i>	Chuck	ASAP	In Progress	
<i>Best estimate for preparing data and answering questions for your constituency with routing, dispatch, address geocoding, street centerline if you will be a provider of data or you have experience that might apply.</i>	SC Members	ASAP	L.S., I.V., D.R.	

Parking Lot Items

Use of conference calls to check on action items in place of a meeting

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